

## Mr. Mahesh Anugandula

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### PERSONAL SUMMARY

A creative, articulate and professional Medical Office Manager who has experience of smoothly running administrative processes and supporting senior level executives. Having a strong character, possesses a keen interest in medical matters, and comes to you with a proven track record and a desire to progress personal career. Being proactive, able to make sound judgments and confident in dealing with medical paperwork and documentation. Currently looking for a suitable position with a reputable employer who is looking to recruit talented and capable individuals.

### EXPERIENCE DETAILS:

#### **PROMED SARL DR CONGO – 7 Years (Feb 2016 – June 2023)**

**Company profile:** Manufacturer of various pharmaceutical products and one of the oldest and top renowned industry in the Democratic Republic of Congo.

#### **Job Description:**

Provide medical expertise, contribute and supervise towards successful delivery of the client project. Be responsible for end-to-end medical projects related to medical writing, medical affairs, clinical research and pharmacovigilance with 100% customer satisfaction while working in coordination with Business Lead.

#### **Shop Manager (Depot) – Kolwezi, Lubumbashi.**

- Handling the customer and fulfilling their requirements and providing good service to customers.
- Managing daily operations: Overseeing the daily operations of a medical practice while maintaining a professional environment.
- Staff management like Hiring, training and scheduling stuff.
- Maintain stock like ordering, recording and monitoring inventory levels.
- Visiting clients from the Mining customers and hospitals for the promotion of depot and also collecting the orders from them.
- Managing and accounting for all money-handling procedures on daily basis. Also, control payables and receivables from the distributors and the clients.
- Handling incoming calls & inquiries from patients.
- Ensuring medical samples are properly labeled.
- Ensuring the pharmacy's profitability.
- Inventory management. Keeping track of inventory, understanding movement patterns and maintaining order accuracy are crucial to ensuring smooth operations ...

## **Wellness Forever Medicare Pvt Ltd.—9 years (oct 2006 – Jan 2016)**

### **Company Profile:**

Wellness pharmacy a retail chain of pharmacies in india. near about across 60 branches  
And also, in Dubai 7 branches.

### **Job Description:**

Responsible for running all aspects of the office and for providing efficient administrative support across the organisation. Also, in charge of the quality of work that junior staff produce and for making sure that the office runs smoothly.

#### **Medical Manager (Night) - Mumbai**

- Managing the day to day running of the medical office.
- Providing administrative support to medical staff and managing the office budget.
- Typing out medical or clinical correspondence.
- Being the fire warden and first aider for the office.
- Managing diaries, sending out agendas for meetings and taking minutes.
- Point of contact for all other office related issues.
- Making sure that test results are filed with the right patient notes.
- Organizing the catering and refreshments for office meetings.
- Operating and maintaining filing systems.
- Handling incoming calls & inquiries from patients.
- Ensuring medical samples are properly labeled.
- Opening and then closing the office at the start and finish of the working day.
- Updating patient records and making appointments for patients.
- To look after all the receivables and payables from the distributors and clients for the store on the daily basis.
- Maintaining stocks for the total goods and by system in the store.
- Attention to customers.
- Visiting clients from the Mining customers for the promotion of Store and also getting the orders from them

#### **KEY SKILLS AND COMPETENCIES:**

##### **Office Management**

- Ability to prioritize workloads between important and routine work.
- Ability to manage a number of tasks concurrently.
- High level of discretion when handling sensitive data.
- Negotiating with suppliers.
- Fluent in a range of office management software tools including Excel, Open Office, Google Docs and Google calendaring systems.

- Using tact to reassure anxious, upset or angry patients in person or over the phone.
- Filing in complex medical forms.
- Being discreet with confidential information.

#### **Personal**

- Committed to continuous professional development.
- Can develop and maintain good working relationships at all levels.
- Having a professional approach to work.

#### **AREA OF EXPERTISES**

- Medical Terminology
- Office Procedures
- Medical Administration
- Diary Management

#### **EDUCATIONAL RECORD:**

- **Bachelor of Commerce (B.Com)**
  - Kakatiya University, Telangana
- **Senior Secondary Certificate (S.S.C.)**
  - Zilla Parishad High School (ZPHS), Yergatla, Telangana.

#### **PERSONAL DETAILS:**

<b>Date of birth</b>	:	15/05/1989
<b>Marital Status</b>	:	Married
<b>Nationality</b>	:	Indian
<b>Passport No</b>	:	X5375263
<b>Passport Expiry Date</b>	:	16/01/2033
<b>Languages Known</b>	:	Swahili, English, Hindi and Telugu.
<b>Present Address</b>	:	Hyderabad, India.

#### **DECLARATION:**

I hereby claim that all the information in this document is true to the best of my knowledge.

**Mahesh Anugandula**